



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-PAO

11 JUL 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #17-02, Post Marquee

1. REFERENCES. AR 600-20, 30 March 1988, Army Command Policy.
2. PURPOSE. To establish the U.S. Army Maneuver Support Center and Fort Leonard Wood Post Marquee Policy.
3. POLICY/PROCEDURES. Any unit, organization, or agency on Fort Leonard Wood may submit announcements of upcoming events to the Public Affairs Office (PAO) for posting on the Post Marquee, located at the intersection of Missouri and North Dakota Avenues. Announcements from off-post, non-profit organizations that do not discriminate on the basis of race, color, religion, sex, national origin, age, and/or mental/physical handicap may be displayed on a space-available basis only, if their activities are of interest and open to post personnel. No commercial or personal messages will be displayed.
 - a. Requests must be submitted in written or electronic message form and must include the event, date, time, location, preferred display dates, telephone information number (if any), and name and telephone number of the point of contact (POC).
 - b. Responses may be: hand-delivered to Building 312, Room 8; sent through distribution to ATZT-PAO (ATTN: Marquee); or sent by E-mail to MARQUEE atztpao@wood.army.mil. PAO must receive request at least 5 days before requested display date.
 - c. The Post Marquee can run, by rotation, a maximum of 10 messages at any one time. Official military activities such as change of command, unit arrivals or departures, and AIT/BCT/OSUT graduations will take priority over other events. All other messages from on-post activities will be prioritized by date of receipt by PAO. PAO will notify the POC as soon as possible if any marquee request is rejected.